



CHIEF FINANCIAL OFFICER

The U.S. Election Assistance Commission (EAC) is an independent, bipartisan federal agency created by the Help America Vote Act (HAVA) of 2002. The Commission provides national leadership to improve the administration of Federal elections, in accordance with HAVA. EAC's primary responsibilities include establishing voluntary standards for voting equipment; certifying voting equipment and accrediting test laboratories; disbursing and overseeing HAVA funds; developing a uniform registration form for use across the U.S.; developing research-based insights for the improvement of election administration; and issuing best practices for election administration.

We are currently seeking an experienced financial professional to head the Office of the Chief Financial Officer (OCFO). The incumbent provides real-time advice to the Executive Director, Commissioners and senior leadership on financial issues affecting EAC activities and operations. As the chief financial advisor, the CFO provides financial management expertise to related strategic planning, business performance measures, accounting, contracting and budgeting. The incumbent ensures consistently excellent financial management practices, effective planning, budgetary and accounting policies and practices, and efficient delivery of financial reporting and other financial services functions. In this leadership role, the CFO must demonstrate an awareness of and sensitivity to the role of the Commission in most effectively conducting its mission.

MINIMUM QUALIFICATIONS: A Bachelor's degree in finance, accounting or business administration, plus six (6) years experience in financial management including at least four (4) years at a management level in a government agency or private organization. An advanced degree in a related field can be substituted for up to two years of required experience. CPA active license is required. Documentation of education must be submitted with your application. Please submit a copy of your most recent performance evaluation with your application.

You will need to successfully complete a background security investigation before you can be appointed into this position.

Qualified applicants should visit our website at www.eac.gov, or go to www.usajobs.gov (Job # EAC-08-07) for more information. Application materials must be submitted by the deadline: Friday, December 19, 2008. EAC is an equal opportunity employer.